

LOCAL LEAVE

DISTRIBUTIONS: Original to Officer
Copies to: Permanent Secretary
Provincial Permanent Secretary/ Head of
Department

ZAMBIA TEACHING SERVICE (LOCAL CONDITIONS)

APPLICATION FOR LEAVE (OTHER THAN SICK LEAVE) FOR A
(Officer in Division 1, II, III)

PERIOD OF LESS THAN THIRTY DAYS

To be completed and forwarded in TRIPLICATE to the Permanent Secretary or Head of Department as early as possible before the proposed date of departure.

PART I

(To be completed by applicant)

Name:..... Ministry File Number.....
Appointment:..... Station:.....
Ministry:.....
Date of Commencement of present period of qualifying Service:.....
20.....(a) Service in months since (a) above at date of.....
Proposed Leave:..... Division in which Serving.....
Rate of leave:..... days a month leave granted since (a)
above:..... days.

Leave applied for:..... the first of which is to be:.....20.....

Duty to be resumed on:.....20.....

Address during leave:.....
.....
.....

Date:.....
Signature of applicant

PART II

(To be completed by Permanent Secretary or Head of Department)

Leave approved:..... Days

SIGNATURE:..... Date:.....
Designation:.....